



# The City of Morgantown

389 SPRUCE STREET  
MORGANTOWN, WEST VIRGINIA 26505  
(304) 284-7431 TDD (304) 284-7512  
[www.morgantownwv.gov](http://www.morgantownwv.gov)

December 21, 2015

**RE: CU16-01 / Matthew Smailes / 425 Arch Street  
Tax Map 29, Parcel 543**

Dear Property Owner:

The City's Planning and Zoning Code requires notification of property owners within two-hundred (200) feet of a site where certain land development and/or land use decisions are required by the Planning Commission or Board of Zoning Appeals.

**Matthew H. Smailes** has submitted a **Conditional Use** petition for property located at **425 Arch Street**. A map is enclosed with this letter illustrating the location of the subject site.

The **Board of Zoning Appeals** will consider this request at a public hearing on:

**Wednesday, January 20, 2016 at 6:30 PM**  
**City Council Chambers, City Hall, 389 Spruce Street**

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## Project Description:

The petitioner seeks to establish a "Day Care Facility, Class 2" use at 425 Arch Street, which requires conditional use approval by the Board of Zoning Appeals due to its location in the R-1A Single-Family Residential District. A "Day Care Facility, Class 2" is a facility licensed by the State and established to provide care for four (4) to twelve (12) (a) functionally-impaired adults, or (b) elderly persons, or (c) children in a protective setting for a portion of a 24-hour day.

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Should you have any questions concerning this petition or require special accommodations to attend the hearing noted above, please call the Planning Division at 304-284-7431 or email to [shollar@morgantownwv.gov](mailto:shollar@morgantownwv.gov). Written comments may be submitted to this email address or by mail to the Planning Division address noted above.

The agenda for this hearing and related staff reports will be posted on the City's website, [www.morgantownwv.gov](http://www.morgantownwv.gov), approximately one week before the hearing.

Respectfully,

Stacy Hollar  
Executive Secretary

Enclosure: Site map

**CASE NUMBER:**  
**CU16-01 / Matthew H. Smailes / 425 Arch Street**

